

## HOW TO LOGIN AS A NEW USER TO THE INFUSION CENTER LOCATOR

1. Access the Admin Panel within the Infusion Center Locator by visiting <https://admin.infusioncenter.org>. You should see the login screen upon arrival.
2. If you have added or claimed centers: enter the email address you created an account with on NICA's website and/or the one that active listings in the locator are associated with.
3. If you have *not* added or claimed centers: enter an email address to log in as a new user.
4. Click 'Send Email Link'.
5. A message will appear that confirms the email address the login link was sent to and will tell you to check your email. Click 'Go Back' and the original login form will re-appear.
6. Open your email and look for the email with subject "Sign in to Infusion Center Locator". Click on the link inside of the email.
7. The Infusion Center Locator will open with a message that says "Please wait while we log you in", the Admin Panel on the left of the screen will load, and you will be automatically directed to the Membership Resources section of the Admin Panel.
  - Note: if you experience a loading spinner that does not take you to the Admin Panel within 10-15 seconds, please reload the page.
8. If you have already claimed locations or have ones associated with your email, you will be able to see optional purchases such as Sponsored Listings, Location and Individual Memberships, pipeline reports, etc. on the Member Resources page. Please navigate to 'Location Manager' to edit your existing locations or add another.
9. If you have *not* claimed or added a location, you will see "Sorry, your Organization must have at least 1 Approved Location in the Location Manager to access Member Resources" along with a "Go To Location Manager" button.





- Click 'Go To Location Manager' and add a center or go to 'Location Finder' in the top right of the screen, type the office's zip code or city and state, find the location, click on the profile, and claim the center. Please reference the "Claiming Your Center" instructions for guidance and allow up to 2 business days for our team to approve the information.

**Please contact Ashley Kana ([ashley.kana@infusioncenter.org](mailto:ashley.kana@infusioncenter.org)) with any questions or concerns.**

